

Message Text

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ORIGIN SS-20

INFO OCT-01 NEA-10 ISO-00 CCO-00 OC-06 RSC-01 /038 R

DRAFTED BY S/S:RWMUELLER:SLS

APPROVED BY S/S - WHLUERS

S - LPBREMER

S/S-EX - R MILLER

NEA/EX - TWDAVIS

S/S-S: RSEITZ

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P 250115Z APR 74

FM SECSTATE WASHDC

TO AMEMBASSY CAIRO PRIORITY

C O N F I D E N T I A L STATE 084266

E.O. 11652: GDS

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

1. PERSONNEL: EXECUTIVE SECRETARIAT (S/S) TEAM
CONSISTING OF FSO STEPHEN WORREL AND SECRETARY KARLA GEBERT
WILL SUPPORT SECRETARY'S VISIT TO CAIRO.. THEY WILL
ARRIVE APRIL 28 TO HELP COMPLETE ARRANGEMNTS. WILL
SEND FLIGHT NUMBER AND ARRIVAL TIME UHEN KNOWN.
FSO
SHOULD BE ASSIGNED TO S/S BEGINNING ADVANCE TEAM'S
ARRIVAL, SHOULD MEET S/S TEAM AT AIRPORT, AND SHOULD BE
AVAILABLE THROUGHOUT STAY TO PROVIDE ASSISTANCE.
ONE TOP SECRET CLEARED SECRETARY SHOULD BE AVAILABLE
TO S/S ON ARRIVAL OF ADVANCE TEAM, AND BE AVAILABLE ON
TWENTY-FOUR HOUR BASIS. A FILE OF ALL MESSAGES THE POST
HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO
S/S UPON ARRIVAL OF THE ADVANCE TEAM.

2. SCHEDULING: AS ARRANGEMENTS FOR THE VISIT TAKE SHAPE,
THE POST SHOULD PREPARE A DETAILED SCHEDULE FOR THE
SECRETARY. THE INITIAL VERSION OF THIS SCHEDULE SHOULD BE
SENT BY IMMEDIATE CABLE TO THE DEPARTMENT, SLUGGED
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QUOTE FOR S/S, UNQUOTE ON OR BEFORE APRIL 26.

THIS SCHEDULE SHOULD THEN BE UPDATED BY CABLE AS CHANGES BECOME NECESSARY.(SEE ALSO PARA 9, STATE 82435).

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ALL SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR ALL MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS.

3. ADMINISTRATIVE AND VEHICLE ARRANGEMENTS COVERED IN STATE 82929.

4. ATTENTION OF S/S CONTROL OFFICER IS DRAWN TO PARAGRAPH 7D OF ADMINISTRATIVE REQUIREMENTS CABLE REGARDING COURIERS AND THEIR VEHICLES.

5. PLEASE FURNISH ESTIMATE OF DRIVING TIMES FOR:

(A) AIRPORT TO HOTEL;

(B) AIRPORT TO RESIDENCE;

(C) AIRPORT TO EMBASSY;

(D) HOTEL TO RESIDENCE;

(E) HOTEL TO EMBASSY;

(F) HOTEL TO FOREIGN MINISTRY;

(G) RESIDENCE TO EMBASSY;

(H) RESIDENCE TO FOREIGN MINISTRY;

(I) EMBASSY TO FOREIGN MINISTRY;

(J) DRIVING TIMES TO OTHER KNOWN DESTINATIONS, SUCH
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AS HOTEL OR EMBASSY OR RESIDENCE TO SPECIFIC LOCATION
OF OFFICIAL RECEPTIONS OR OTHER FUNCTIONS.

6. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY.

COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S-S, LATERAL CABLES WILL BE SLUGGED QUOTE FOR THE SECRETARY'S PARTY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/ SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMM CENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10-1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

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(1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;

(2) TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

F. SPECIAL SUMMARIES: INSTRUCTIONS ON THE HANDLING OF ONE DAILY SPECIAL SUMMARY FOR THE SECRETARY WILL BE SENT SEPTTEL.

7.MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR
TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE
FOLLOWING):

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON
24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED
SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0500
EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL
2400. PACKAGES SH
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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 25 APR 1974
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: GolinoFR
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1974STATE084266
Document Source: CORE
Document Unique ID: 00
Drafter: RWMUELLER:SLS
Enclosure: n/a
Executive Order: GS
Errors: N/A
Film Number: D740097-0355
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1974/newtext/t19740416/aaaaaofs.tel
Line Count: 176
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN SS
Original Classification: CONFIDENTIAL
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 4
Previous Channel Indicators: n/a
Previous Classification: CONFIDENTIAL
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: GolinoFR
Review Comment: n/a
Review Content Flags: ANOMALY
Review Date: 13 AUG 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <13-Aug-2002 by boyleja>; APPROVED <13 FEB 2003 by GolinoFR>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECVISIT - SECRETARIAT REQUIREMENTS
TAGS: OVIP, (KISSINGER, HENRY A)
To: CAIRO
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005